



## 2014 County Clerk Annual Report

Barbara A. Frank, County Clerk  
 Audrey McGraw, Chief Deputy  
 Roxanne Witte and Kathy Hart, Deputies  
 Deputized Finance Department Staff:  
 Cindy Diestelmann, Jayne Hintzmann, Donna Miller

## 2014 ELECTIONS

Election Date	Population	Eligible Voters	Registered Voters	Ballots Cast	Eligible Voters	Registered Voters
<b>April 1, 2014</b>	83,940	64,458	54,751	12,223	19%	22.3%
Co Board						
<b>August 12, 2014</b>	83,940	64,458	53,122	7,055	10.9%	13.3%
Partisan Primary						
<b>November 4, 2014</b>	83,974	64,607	49,093	35,849	55.5%	73.0%
Governor						

\*72% of the total population is estimated to be eligible to vote; Registered in SVRS (only 15% of county eligible not registered)

- April 9, 2014 Recount of District #27 resulting in no change
  - Web page enhancements by continuous posting of candidate filings, election results activity
  - Statewide Voter Registration System (SVRS) provider for 13 municipalities with updating voter registrations and recording of each actual voter for each election generating revenue of \$10,063
  - Provided SVRS provider services for Town of Palmyra on emergency basis since new clerk appointed
  - Ballot layout & software of election software generating **\$16,777 revenue** from municipal & school districts
  - Web page enhancements by continuous posting of candidate filings, election results activity, and upcoming elections
  - County Board Orientation
- New election equipment:
- 1/10/2014 County Wide Modem testing with vendor technical support
  - 1/13/2014 DS 200 software training for staff
  - 1/23/2014 DS 200 software training continued
  - Week of 2/17/2014 “loop regulators” installed and tested
  - Held 3 major elections with new equipment
  - November, 2014 Negotiated the exchange of the 38 metal ballot boxes with diverter (separate write-ins) to the plastic ballot boxes resulting in a **\$21,000 Credit** to Jefferson County
- Addressed same sex marriage application issues
- Continued counter service for DNR of ATV, Boats and Snowmobile registration as a convenience to county residents

- Accepted Debit and/or credit card payments of \$14,718 from 166 customers (adding approximately 5 minutes processing time with no additional revenue)
- Process passports & take photos on a **“no appointment needed basis”**
  - **6** Federally Certified staff (annual certification required)
- Served on the Wisconsin County Clerk’s Association (WCCA) Executive Board since 2009. Currently serving as Past President to WCCA.
- Served as a member to Local Government Property Insurance Advisory Commission to better insure the state program covers the County’s risk

#### **Revenue Summary**

<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>		<b>2014 Revenue</b>
484	433	467	464	478	Marriage License	\$21,510
56	44	34	42	51	ML Waiver Fees	\$ 1,245
		7	6	3	ML Military Waiver Fees	
1	2	5	4	5	Domestic Partners	\$ 1,325
1	0	3	3	2	DP Waiver Fees	\$ 20
					<b>Mandated Services Total</b>	<b>\$24,100</b>
124	100	120	<b>83</b>	75	Temporary Plates (DMV)	\$ 375
1018	705	705	<b>766</b>	775	Passport Fees	\$19,370
547	451	403	<b>511</b>	564	Passport Photos	\$ 6,010
					DNR Fees	\$ 177
					In-house programming (elections)	\$16,777
					SVRS Relier (elections)	\$10,063
					ATV/Boat/Snowmobile	\$ 238
					<b>Total Non-Mandated Services</b>	<b>\$78,455</b>

#### **2015 Goals**

- Committee Agendas all have same format and be posted timely on web; more user friendly approach to building the agendas per Ordinance 2014-09
- Implement new election software for more streamlined election programing; wireless modem transmission
- Increase DMV services to include vehicle registration sticker and title issuance
- Provide refresher training on DS200 election equipment and new ballot boxes
- Update and enter new voter registrants for Statewide Voter Registration System (SVRS) to keep data current
- Continue to utilize current deputies to sell DNR decals (Boat, ATV, UTV, Snowmobile)
- Involvement in Wisconsin Municipal Mutual Insurance Corporation (WMMIC) boards and committees
- 2 Scheduled Non-Partisan Elections to be held on February 17 for President of the Village of Johnson Creek Primary and **April 7, 2015**
- Secure new coverage for property insurance for Jefferson County per Governor’s proposed budget bill

## **2014 Responsibilities and Services Provided**

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- ❖ *The County Clerk shall act as Clerk of the Board at all of the Board's regular, special, limited term, and standing committee meetings thereof; under the direction of the County Board Chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the Board in a format chosen by the Clerk, including all committee meetings, either personally or through the Clerk's appointee; file in the Clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the Board, if required by any member present; publish ordinances as provided in § 59.14(1); and perform all duties prescribed by law or required by the Board in connection with its meetings and transactions. [am. 6/10/14, Ord. 2014-09]*
- ❖ *Each committee, board and commission shall select a secretary, who may be appointed by the Clerk to keep and preserve the minutes of committee meetings and attendance in the format determined by the County Clerk. The secretary shall, if appointed by the Clerk, sign minutes and file the original copies in the office of the County Clerk-[am. 6/10/14, Ord. 2014-09]*
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1<sup>st</sup> each year
- Prepare, layout, print and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections and the canvass/return of votes in all county, state and federal elections
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 38 county-wide voting machines and 29 handicapped accessible voting machines
- Publish all required election notices in newspapers
- Update web page with candidate filings and election results
- Provide services to 13 towns/villages/cities under the Statewide Voter Registration System (SVRS) maintaining voter registrations & printing poll books for each election; Statistical election data entry for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership and terminations
- Sells Department of Natural Resource (DNR) licenses
- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license plates
- Signs deeds transferring County property
- Files bills presented for consideration in State Assembly and Senate and refers them to Administration & Rules Committee and county departments
- Reviews, coordinates, and administers both contracts and claims for workers compensation, dental, liability and property insurance coverage for the County